



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 18, 2009

Elizabeth Bart, Marketing Director
Apollonia Dental Center
3720-C Gosford Road
Bakersfield, CA 93309

Dear Ms. Bart:

RE: FINAL MONITORING VISIT REPORT for Apollonia Dental Center – ET08-0171

Date of the Visit:	1/27/09
Beginning/Ending Time:	1:00 p.m. – 2:00 p.m.
Date of Last Visit:	1/15/08
Visit Location:	Bakersfield
Persons in attendance:	Elizabeth Bart, Marketing Director, Appolonia Dental Center Gilberto Pelaez, Analyst, ETP
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	8/07/07 – 12/06/08	Agreement Amount:	\$17,160
Training Start Date:	11/12/07	No. to Retain:	13
Date Training must be Completed:	5/08/08	Range of Hours:	16 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 9/21/07 and training began on 11/12/07. You reported that all training was completed on 4/18/08, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 12/06/08.

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1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

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4640 Lankershim Blvd., Suite 311
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(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

ETP approved one Agreement Amendment on 2/14/08, which revised the end date of the term of the Agreement from August 6, 2008 to December 6, 2008.

In reference to the overall experience you had in implementing the ETP project, you indicated that the ETP on-line tracking system was easy to navigate and ETP staff was very helpful in assisting you when needed. You also reported that the company and employees benefited greatly from the ETP training. Employees were trained to take leadership roles which make them more valuable to Apollonia or any other employer they may work for.

According to your records, 12 (92%) of the 13 trainees to be retained, completed all training and retention and you project earning \$15,840 (92%) of the \$17,160 approved by ETP. Two trainees were dropped prior to completing training. Current ETP records show that Apollonia Dental Center has received \$7,920 in progress payments, and the Fiscal Unit is processing the final payment which will bring the total amount earned to \$15,840 for the placement/retention of 12 trainees.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	14	Completed Retention:	12
Dropped Following Enrollment:	2	In Retention Period:	0
Completed Training:	12		

ATTENDANCE ROSTERS/ INVOICES:

To verify the provision of training, the Analyst reviewed the attendance records of the 12 trainees who completed training and were billed for payment on Invoice 7. The records reviewed contained the information and signatures required by ETP, and the number of training hours billed on Invoice 7 were validated.

AUDIT:

Apollonia Dental Center will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood Regional Office

cc: Kulbir Mayall, Mgr, Fiscal & Cert Unit
Master File
Project File

Date report mailed to Contractor 3/3/09